

# Local Access Partnership Trade Up 2024 Programme

Supporting the growth, development, and investment readiness of existing social enterprises through enterprise learning and Match Trading grants.

## Notes for Applicants



[Click here to apply LAP Trade Up 2024 Programme Application Form](#)

# Local Access Partnership Trade Up 2024 programme Notes for Applicants

## Table of contents

Introduction to SSE and The Bristol Local Access Partnership.....	Page 2
Programme Overview.....	Page 2
Programme Dates and Location.....	Page 3
Match trading Grant.....	Page 5
Is my social enterprise eligible.....	Page 6
Making an application.....	Page 7
FAQs.....	Page 8

# Introduction to the School for Social Entrepreneurs and The Bristol Local Access.

Established 1997, the School for Social Entrepreneurs (SSE) exists to support people to use entrepreneurial approaches to tackle complex social and environmental problems. We run programmes that support over 1,000 people to develop the skills, strengths, and networks they need to start, scale and strengthen social enterprises. Our regional teams work across the UK and internationally. Our approach is practical and inclusive - participants develop soft skills such as confidence through learning in cohorts and develop business acumen and life skills by applying their learning directly to the project they are establishing or leading. Our programmes are highly tailored to specific needs, offering a blend of enterprise learning, innovative funding (Match Trading™ or traditional grants) and mentoring.

First launched in 2021, the Bristol Local Access Programme has played an important role in supporting the growth of social enterprises in the city, providing around £2.5m in funding in the form of small grants, repayable loans and business support to around 130 locally based social enterprises.

## Programme overview

Are you a social enterprise looking to move away from grant funding to a more residential trading position? Are you looking to find out more about procurement, social investment and commercialisation to see if you are ready or if it's right for you?

The LAP Trade Up programme is supported by The Bristol Local Access Programme, in partnership with the School for Social Entrepreneurs.

The learning programme has 10 places and will feature 6 learning days from July 2024 - March 2025. The programme is designed to assist leaders to significantly grow their social enterprise, and increase income, resilience, and impact. The programme will support leaders to develop new skills and get support from other leaders, plus a **Match Trading grant of up to £5,000** which will challenge you to increase your trading.

We are looking for social enterprises that have realistic plans to significantly scale up their social impact to benefit the Bristol community (i.e., people whose main residence is in one of the following Bristol areas:

Ashley, Avonmouth and Lawrence Weston, Barton Hill, Bedminster, Bishopsworth, Easton, Eastville, Filwood, Frome Vale, Hartcliffe and Withywood, Henbury and Brentry, Hengrove and Whitchurch Park, Hillfields, Horfield, Knowle, Lawrence Hill, Lockleaze and Upper Horfield, Southmead, St George (Central, Troopers Hill and West), St Judes, Stockwood, St Pauls, Windmill Hill.).

You may be:

- Looking to move from working “in” to working “on” your project.
- Looking to move away from grant funding to a more residential trading position.
- Wanting to find out more about procurement, social investment, and commercialisation to see if you are ready or if it's right for you.
- Wanting support to lead a growing team.
- Developing significant new projects or services

This programme could help you:

- Learn how to strengthen your project and increase your impact through a

**package of support** from July 2024 to March 2025 including 6 learning sessions with other social entrepreneurs (2 sessions in person, 4 online).

- **Fund your growth plans** with a Match Trading grant of up to £5,000.
- **Action learning Sessions** with smaller groups in your cohort which will be facilitated by an ALS facilitator.
- **3 hours of one to one coaching**
- **Access a diverse network of social entrepreneurs**, who will support your plans and help you through tough times.
- **Collaborate and build a relationship** with SSE and its wider fellows' network.

## Programme dates and location

Please note, that these are provisional dates which may be subject to change:

Session 1: Wednesday 17 <sup>th</sup> July 2024	In-person - Bristol
Session 2: Tuesday 23 <sup>rd</sup> July 2024	Online (morning)
Action Learning Set 1: Wednesday 4 <sup>th</sup> September 2024	Online (morning)
Session 3: Wednesday 11 <sup>th</sup> September 2024	Online (morning)
Session 4: Wednesday 16 <sup>th</sup> October 2024	In-person - Bristol
Action Learning Set 2: Wednesday 6 <sup>th</sup> November	Online (morning)
Session 5: Wednesday 11 <sup>th</sup> December 2024	Online (morning)
Session 6: Wednesday 29 <sup>th</sup> January 2025	In-person - Bristol
Action Learning Set 3: Wednesday 26 <sup>th</sup> February 2025	Online (morning)

# Programme at a glance

## Witness Sessions

Entrepreneurs share their experiences and discuss the secrets of their success. You will be able to listen, learn and question them to help you examine and find meaning for your own project.



## Expert Sessions



Through questioning, observing and listening to experts, you will improve your abilities in financial management, income generation, business planning, sales and marketing, managing people, partnering and other essential skills.

## Peer Support

You will bring your skills and experience to the group and learn from the skills and experience of the other members. This network of likeminded people will provide vital support to enable you to develop your enterprise.



## Grants



A grant to help you get your project off the ground or to grow your organisation.

## Match Trading™ Grant



Your social enterprise will also receive a **Match Trading™ grant** of up to £5,000. This grant is designed to challenge you to grow your trading income. Match Trading has been proven to increase income from trading and boost resilience. Your social enterprise will receive £2000 up front, and then 3 instalments of up to £1000 over the nine months from July 2024 to March 2025 matched against your increased trading for the same period the previous year. To claim the full grant, you will need to show that your trading income has increased by £5,000 over these 9 months.

Your grant can be used flexibly, helping you to attend the programme and put your learning into practice by developing your trading and community business. [Visit the Match Trading website for more details.](#)

### What can I spend the grant on?

Our intention is to be flexible as possible about how you spend the grant, but it must be used to support your learning and to put that learning into practice through developing your social enterprise.

Do spend your grant on...	Don't spend your grant on...
Your salary or staff salaries to support you to attend the programme or to support the development of your social enterprise.	Private benefit that is not "incidental"
Developing new products or services.	Assets over £1,500 in value, including refurbishment of buildings or purchase of vehicles unless agreed with us.
Marketing and publicity: e.g. developing a website to support your trading.	Work that has taken place before the grant was awarded.
Travel and subsistence costs, including for attending the programme.	Costs associated with the application or interview.
Supplementary training for yourself or others, directly relevant to your venture.	Academic qualifications.



Other costs that you can show are relevant to developing your social enterprise or putting your learning into practice.	Anything that would create religious or ethnic discord or would support illegal activities.
---	---

## Is my social enterprise eligible?

You must be committed to and working towards meeting the Bristol Local Access Programme criteria:

1. **You must be based in one of the following Bristol areas.**
  - a. Ashley, Avonmouth and Lawrence Weston, Barton Hill, Bedminster, Bishopsworth, Easton, Eastville, Filwood, Frome Vale, Hartcliffe and Withywood, Henbury and Brentry, Hengrove and Whitchurch Park, Hillfields, Horfield, Knowle, Lawrence Hill, Lockleaze and Upper Horfield, Southmead, St George (Central, Troopers Hill and West), St Judes, Stockwood, St Pauls, Windmill Hill.
2. **Looking to increase trading.** You may have set up recently, or you may have been running your social enterprise for several years at a low level but are now ready to seek help to develop your business model and grow your trading. You are likely to have few or no paid staff, but with clear plans to grow over the next year.
3. **Leadership team**
  - a. You must have at least two people on the board of your social enterprise. We cannot accept applications from sole traders.
  - b. We are particularly keen to support social enterprises that are led by Black and Minoritised communities, disabled people and LGBTQIA+ communities and people with lived experience of the issues their social enterprise is addressing.
4. **A social enterprise with a governing document**
  - a. Your social enterprise must be currently active, and have a constitution, set of rules or legal structure. Your community business may be a registered charity, a Community Benefit Society (CBS) or a Community Interest Company (CIC).
  - b. We can also accept other companies, co-operative societies or unincorporated associations, if they have certain clauses in the governing document, specifically:
    - a) a social purpose,
    - b) a restriction on distribution of profits, which means that 51% or more of all of profits are returned for social purposes and,
    - c) an asset lock or winding up clause which means that if the social enterprise is wound up, its remaining assets go to a charity, CIC or other asset locked body.
5. **Committed to learning.**
  - a. The applicant should be a leader in your social enterprise, with some strategic control, usually the CEO, the founder, a director, or a board member. You must attend at least 80% of the course sessions.

## 6. Bank Account

- a. You must have a bank account in the legal name of your social enterprise managed by at least two unrelated people who release payments, OR an account where the participant has sole control.

## 7. Other

- a. All social enterprise leaders taking part in the programme must have the right to work in the UK and must be aged 16 or over by April 2024.

# Making an application

Apply by noon on Monday 20<sup>th</sup> May 2024.

Here is the application form [LAP Trade Up 2024 Programme Application Form](#)

As part of the application, we ask you to provide your most recent annual accounts if available, and your safeguarding policy if you have one.

If possible, please also provide a copy of your current income and expenditure for this financial year, and any useful documents about your impact, such as a case study or impact report if you have one.

Please save these in the following format.

Document type	File name format
Your most recent annual accounts	FirstnameSurnameAccounts.doc
Income and expenditure	FirstnameSurnameIncomeExpenditure.doc
Safeguarding policy	NameofSocialEnterpriseSafeguardingPolicy.doc
Documents about your impact and work	FirstnameSurnameImpactReport.doc

- Go to the Application form - [LAP Trade Up 2024 Programme Application Form](#)
- You can save your application and return to it at a later date. Just click “Save for later”, and you will be given a unique link to return to your application.
- When you’ve completed all the questions, click “Preview” to review your application, then click “Submit”. You will be redirected to our equalities monitoring form and you will also receive a copy of your application by an email from 123 Formbuilder. **Check your junk folder if you can't find the email.**

Please don't submit your application after **12 pm on Monday 20<sup>th</sup> May 2024** as it will not be considered. Under exceptional circumstances, we may give approval to submit your application late. To arrange this, you must email **Felicity Day** ahead of the deadline on [felicity.day@sse.org.uk](mailto:felicity.day@sse.org.uk)

**Application support:** If you need help with your application, have difficulty filling in forms because of dyslexia, language or disability, or need one-to-one advice about applying, please contact Felicity Day, Programme Manager: [felicity.day@sse.org.uk](mailto:felicity.day@sse.org.uk)



## Accessibility and our commitment to inclusion

We recognise that discrimination of all sorts infiltrates every part of our society, and we are working hard to counter that wherever we find it. To that end, we actively encourage applications from people of all faiths, gender identities, sexual orientations, economic circumstances and backgrounds, as well as those from Black and minoritised communities and disabled people. No educational qualifications are needed to join our programmes.

We want our programmes to be as accessible as possible. If you require reasonable adjustments, including financial support, in order to take part in an interview or to participate in the programme due to a disability, caring responsibilities or any other reason, you will be able to provide details in the application form or contact us by phone or email to discuss further.

### Complaints

If you wish to make a complaint about any aspect of the running of the programme, SSE has a complaints procedure which is available [here](#).

## Frequently Asked Questions

### **1. Can I apply if my work benefits people outside of Bristol?**

This is a Bristol-focused programme. Your work must mainly benefit the people of Bristol. If your social enterprise is based outside of Bristol, but your work mainly supports people living in Bristol, then we would consider this.

### **2. Can I apply if I have been on an SSE programme before or am currently on an SSE programme?**

You can apply if:

- You have attended previous SSE programmes.
- You have applied to SSE before and were unsuccessful.
- You are on a current SSE programme which ends before 30<sup>th</sup> June 2024

### **3. Can we apply if our social enterprise has people who are connected to SSE or the Bristol Local Access Programme?**

If your social enterprise is run by people who regularly work for or are trustees of SSE, or The Local Access Programme or have a close financial or family connection with staff or trustees, please contact us before making an application to ensure that there is no conflict of interest.

### **4. What if we have particular needs, which may prevent us from fully taking part in the learning programme?**

We are keen to enable people with disabilities and other access issues, to join our programmes. There is a separate small fund held by SSE to enable students who have particular needs to access the programme. This will be negotiated individually with participants. If you have specific needs and are concerned about this, please contact us to discuss.

**5. What happens if my project will work with children under 18 or vulnerable adults?**

You will be required to provide a Safeguarding Policy and may need enhanced DBS checks for staff and volunteers.

**6. How does Match Trading work?**

[Visit the Match Trading website for more details.](#)

**7. Can I apply for this programme if I have criminal convictions?**

Previous SSE Fellows have included people who have criminal convictions, some of whom have used their experience in prisons to make a difference to the lives of ex-offenders. You do not need to let us know about previous convictions unless they are relevant to your application.

If you have unspent convictions for fraud or any convictions which may affect your ability to run your social enterprise, including working with children, young people or adults who are vulnerable, you must let us know, as we may undertake checks during the application assessment.

**8. What about Data protection?**

SSE has a Privacy Policy which is available [here](#). SSE also has a [Data Protection Policy](#). We are committed to protecting your personal information and acting in accordance with your rights under the Data Protection Act 1998. We may need to share your information in order to undertake assessment of your application, statistical analysis, research and monitoring, compliance and regulatory reporting and fraud prevention. We may share your information

- with our funders
- with our agents or subcontractors for operational reasons
- with other agencies in order to assess your application
- with others for the purpose of compliance and regulatory reporting and to confirm your identity for money laundering purposes and fraud prevention
- if compelled to do so by law.